

Application for Mass Communication Internships (Journalism, Public Relations & Advertising, Radio & Television)

Submit your application and portfolio to the area coordinator of your major. Applications are accepted on a rolling basis.

Name: _____ Student ID #: _____

Phone: _____ Email: _____

Street Address: _____

City: _____ State/Zip _____

I am requesting an internship beginning: _____ (list semester *and* year)

When my internship begins, I shall have completed:

semester hours total _____

semester hours in my major _____

all 100-200 level major course work? Yes No

At the time of the application:

Overall grade point average _____

Major course work grade point average _____

Submitted Portfolio for review Yes No

Signature of the area coordinator of your major: _____

Mandatory items for your application/portfolio:

• This form	• Names, addresses, telephone numbers and email addresses of three references
• Resume	• Three work samples (ex. News release, PSA, feature article, research paper)

To receive credit for the 3-hour 498 internship experience, you must:

- Register and pay fees. A registration form signed by your advisor and a petition form to enter a closed class are both needed.
- Visit with the area coordinator of your major three times:
 - 1) To review your portfolio and discuss the internship;
 - 2) Halfway through your internship (75 hours). When necessary, this can be done by phone;
 - 3) After the internship to turn in your final portfolio. The final portfolio includes a one-page, single-spaced letter evaluating the importance of the internship to your career goals; a collection of sample work completed during the internship; and copies of your midterm and final self-evaluation forms (provided by the USI Intern Office in Career Services).

Updated: 1/12/2011